Kansas Athletics - Monthly Time Sheet

Name: _____ **File #:** _____ **Month:** Nov/Dec 2020

Date	Day	In	Out	In	Out	In	Out	Total Work	Leave Codes V	S	Other Leave		Total Hrs	Special Event Notes
Example:		8:00 AM	10:00 AM	12:30 PM	2:30 PM			4.00	1.00	1.00	2.00	F	8.00	
11/8	Sun													
11/9	Mon													
11/10	Tue													
11/11	Wed													
11/12	Thu													
11/13	Fri													
11/14	Sat													
								WEEK TOTAL						<-- Weekly OT Total
11/15	Sun													
11/16	Mon													
11/17	Tue													
11/18	Wed													
11/19	Thu													
11/20	Fri													
11/21	Sat													
								WEEK TOTAL						<-- Weekly OT Total
11/22	Sun													
11/23	Mon													
11/24	Tue													
11/25	Wed													
11/26	Thu													
11/27	Fri													
11/28	Sat													
								WEEK TOTAL						<-- Weekly OT Total
11/29	Sun													
11/30	Mon													
12/1	Tue													
12/2	Wed													
12/3	Thu													
12/4	Fri													
12/5	Sat													
								WEEK TOTAL						<-- Weekly OT Total
	Sun													
	Mon													
	Tue													
	Wed													
	Thu													
	Fri													
	Sat													
								WEEK TOTAL						<-- Weekly OT Total

Dept	Reg Hours	Dept	Reg Hours		Dept	O.T. Hours	Notes:

Payroll Use Only

* I verify that the hours listed above are accurate and I have claimed all hours worked

Employee Signature Date

Supervisor Signature Date

Total Hours for Pay Period

0

Overtime Total

0

LEAVE SUMMARY	
Vacation Leave	0
Sick Leave	0
Other Leave	0
Total Leave	**0**